

SUPERVISING LIBRARIAN – YOUTH SERVICES BEAVERTON CITY LIBRARY

SALARY RANGE: \$3,756 - \$5,034 per month

CLOSING DATE: October 23, 2006

ABOUT THE JOB: The Beaverton City Library is seeking an enthusiastic and creative supervising librarian with a passion for library services to youth to join our team! You would work with and help direct a dedicated youth services staff of 5.3 FTE providing services to children and young adults.

ESSENTIAL FUNCTIONS OF THE JOB: Develop, review, approve and implement section work plans, services, policies, procedures and reports; set performance standards; serve as a member of the library's management team; supervise staff; schedule, assign and review work; make hiring decisions; prepare, recommend and monitor budget; select library materials.

TO QUALIFY: Requires a Master's degree in Library Science from an ALA approved program and three years experience in children and young adult services with at least one year in a supervisory or lead role.

Requires knowledge of practices, tools and techniques in a children's and young adult's division, book selection tools and systems; ability to successfully manage the operations and budget of a division, effectively manage multiple programs and staff, establish and maintain effective working relationships, communicate effectively orally and in writing with diverse customers, use applications in the MS Office Suite.

Requires a valid driver's license and the ability to meet the City's driving standards.

HOW TO APPLY: All interested individuals may apply by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, 4755 SW Griffith Drive (P.O. Box 4755), Beaverton, OR 97076. Applications may be obtained on our website at www.beavertonoregon.gov.